



## Subdivision Development

# Donation Deed

## Application information & Procedures

*Copies of this and other Development Packet Chapters are available online at:*  
<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

### Contents:

Page	Item
2	Donation Deed Application Requirements
3	Reference

# Donation Deed Application Requirements

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- **Please note that Donation Deed Applications must be submitted via the [Round Rock Permit Portal](#).** Applications submitted in person are NOT accepted.
- **Please note that the Donation Deed application will NOT be considered complete or filed unless all the application requirements are met.**

The Applicant shall upload all required documentation in .pdf format via the [Round Rock Permit Portal](#) unless otherwise noted:

1. **Completed Project Application** (complete form via [Round Rock Permit Portal](#)).
2. **A copy of the proposed or recorded Plat** showing the area to be conveyed and relevant plat notes, if any. If property is being conveyed by a metes and bounds description, provide the exhibit listed below.
3. In order to verify proof of ownership, a **deed** will need to be provided showing the current owner of the property being conveyed.
4. If the ownership involves a corporation, a **Corporate Resolution** giving the officer authorization to convey the property is required. If not a corporation, proof of signatory authority.
5. **A Title Policy** covering the property to be conveyed for Parkland or Right-of-Way. A Title Policy if requested by legal or when improvements are required by the Development Services Office on Drainage Lot Deeds.
6. **An Abstractor's Certificate/Ownership and Lien Certificate** no older than 30 days covering the property if a Title Policy is not required.
7. **Release of Lien**, Partial Release of Lien or other documentation for the lot or tract of land being conveyed in order to remove all encumbrances and cure any defects to title, if any.  
*\*\* Note: Before a lot or tract of land is accepted or released by the City, the lot must be free and clear of all encumbrances. \*\**
8. **Exhibits** -- Field notes and sketch providing legal description of the property being conveyed if the property has not been platted.  
Provide versions in the following formats:
  - a. Adobe Acrobat Reader (.pdf)
  - b. AutoCad (.dwg)

*Note: Files shall be georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network, State Plane or Latitude/Longitude. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.*

## Reference

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### Round Rock Permit Portal

<https://permits.roundrocktexas.gov/>

### PDS Contacts

[https://www.roundrocktexas.gov/city-departments/planning-and-development-services/contacts\\_development-staff-current/](https://www.roundrocktexas.gov/city-departments/planning-and-development-services/contacts_development-staff-current/)

### Platting in the ETJ

<https://www.roundrocktexas.gov/city-departments/planning-and-development-services/platting-in-the-etj/>

### Plat Recordation Fees

<https://www.roundrocktexas.gov/city-departments/planning-and-development-services/platrecordationfees/>

### Zoning and Development Code

[https://library.municode.com/tx/round\\_rock/codes/code\\_of\\_ordinances?nodeId=PTIIZODECO](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIZODECO)

### City Fee Schedule

[https://library.municode.com/tx/round\\_rock/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_APXAFERACH](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIICOOR_APXAFERACH)

### Other PDS Packets

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Amending Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-amending-plat/>

Annexation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-annexation/>

Concept Plan <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-concept-plan/>

Donation Deed <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-donation-deed/>

Final Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-final-plat/>

Minor Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-minor-plat/>

Plat Vacation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-plat-vacation/>

Preliminary Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-preliminary-plat/>

PUD <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-pud/>

Recordation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-recordation/>

Replat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-subdivision-replat/>

Sign <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sign-permit/>

SDP <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sdp-permits/>

SIP <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sip-permits/>

WTF <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-wtf-application/>

ZBA <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-zba/>

Zoning <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-zoning/>

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